

EXTENSION OF TERM OF APPRENTICESHIP

4185

(No.13 July 2014)

When an employee is not performing or unable to perform the full range of duties for a period greater than three 28-day work periods, the term of apprenticeship must be extended. The period of absence need not be consecutive. The amount of extension shall be the time absent from the full range of duties beyond the three 28-day periods.

The following are examples of circumstances that may require extensions of apprenticeship:

- 1) Absences for sick leave, maternity leave, military duty, vacation, CTO, holiday, bereavement leave, jury duty, IDL, NDI, etc.
- 2) Unpaid Leaves of Absence
- 3) Limited duty assignments
- 4) Out of Class assignments (See [Section 4181: Apprenticeship Rules Affecting Promotion](#))

When the time of absence from the full range of duties exceeds three 28-day work periods, the Unit Instructor of Record must notify the Region JAC Coordinator to extend the term of apprenticeship using the CAL FIRE 305 Apprentice Status Form. The Region JAC Coordinator will report the need to extend the apprenticeship to the Statewide JAC Coordinator who will notify CFFJAC. The CFFJAC will suspend the employee's apprenticeship program for the period of the absence and reinstate the program upon return to full duty.

Fire Fighter II apprentices who assume Fire Apparatus Engineer assignments shall not have their term of apprenticeship extended.

Employees on limited duty assignments may continue to participate in related and supplemental training providing the performance of the training is consistent with any medical restrictions associated with the limited duty assignment.

If an apprentice temporarily leaves the occupation of a FFII, FAE, or HFEO for example takes a T & D assignment to an analyst position, the apprenticeship term shall be suspended for the period of absence from the full range of duties of the classification. Even though the apprentice may be capable of continuing the training portion of the program, the employee may not participate in apprenticeship training because they are no longer performing the full range of duties of the apprentice occupation.

In all cases where apprenticeship was suspended, upon return to the full range of FFII/FAE/HFEO duties, the term of apprenticeship shall be resumed until the 36 months of apprenticeship and required training have been completed. The Unit Instructor of Record must notify the Region JAC Coordinator when the apprentice returns to full duty in order to re-activate the apprenticeship period. The apprentice may appeal for reinstatement of hours suspended.

[\(see next section\)](#)

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[\(see Forms or Forms Samples\)](#)